



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-140	Page: 1	of: 1
Title: Basic Life Support Training Reimbursement Payment		
Regulatory Authority: 12VAC5-31-1560		
Date of Issue: December 1, 2002	Effective Date: January 1, 2005	

- A. **Final Payment** - The Course Coordinator of a reimbursement approved course as defined in T-120 thru T135 must submit a completed "Reimbursement Request" form to the Office.
1. Original Reimbursement Request form should be submitted directly to the Office to make application for payment. Submission by other routes may delay processing of the payment request.
 2. Incomplete reimbursement Request forms received may be returned to the Course Coordinator for completion and/or correction.
 3. Processing and receipt of payment for a reimbursed course usually takes from 30 to 45 days from the date of receipt by the Office. Checks are sent directly from the State Treasurer.
- B. Reimbursement requests for courses completed before May 15th must be received by June 30th of the state "Fiscal Year" during which the program was completed. Reimbursement Requests for courses completed after May 15th of the previous "Fiscal Year" must be received before July 31st of the following "Fiscal Year". Payment for courses during the "Fiscal Year" transition period may be delayed beyond the usual 30-45 day payment period listed above.
- C. **Tax Information** - Course Coordinators receiving reimbursement for instruction will receive a Federal IRS Form 1099-Misc at the beginning of the of the calendar year following reimbursement identifying these monies as income.